

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION; PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT AND
PLACEMENT.

JOB TITLE	SALARY	ISSUE
Office Receptionist	\$10/HR	1/6/2016
USU Extension Service - 19 hours per week, no benefits		

JOB SUMMARY: Under close supervision of the assigned Utah State University (USU) Extension faculty and the lead office specialist, receives telephone calls and office visitors and performs a variety of routine clerical work requiring skills in verbal and written communication, public relations, and organization. The position requires being a part of an office team that strives to accomplish the mission of USU Extension, which is to provide applied research-based information to the public. The position will provide coverage for the office during the lunch hours.

MAJOR DUTIES: Receives telephone calls and office visitors, handling any questions or matters of a nontechnical nature and directing others to the appropriate staff member. Supports the USU Family and Consumer Science, 4-H, Agriculture, and Horticulture Extension faculty as needed. Candidates should be interested in a wide range of topics and be able to communicate with various audiences.

Some additional duties may include: accepts fees for payments; keeps simple records of transactions; makes simple mathematical computations; compile and tabulate data for records and reports; other office duties as needed.

MINIMUM QUALIFICATIONS: Ability to communicate clearly with general public and follow written and verbal instructions. General computer knowledge and skills and ability to work general office equipment. Must be available to work during the lunch coverage hours.

PREFERRED QUALIFICATIONS: Relative post-secondary training or related certificate or prior clerical work experience. Education/experience in social media for business purposes. Experience with evaluation, website management and event management programs. Ability to speak basic conversational Spanish.

TOOLS AND EQUIPMENT USED: Phones; personal computer, including processing software; fax machine; copy machine; calculator.

PHYSICAL DEMANDS: The employee must be able to meet the physical demands as described to perform the essential functions successfully on this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear and listen. The employee is occasionally required to walk; use hands to handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

POSITION CLOSES ON JANUARY 22, 2016

**APPLICATIONS MUST BE SUBMITTED TO: Weber County H.R. 2380 Washington Blvd.,
#340, Ogden, Utah 84401**

Equal Employment Opportunity Employer – Drug & Background Testing Required

